

FBI SPECIAL AGENT SELECTION PROCESS

Applicant Information Booklet
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FOREWORD

Are you seeking a career that is not only challenging and exciting but personally rewarding as well? Are you interested in a career with one of the most respected and sophisticated law enforcement agencies in the world? If your answers to these questions are yes, then the FBI may have a place for you.

This booklet is written for those individuals who sincerely want a career as a Special Agent of the FBI. This booklet provides a glimpse of what an FBI agent does and it discusses some important policy information that you need to know. It primarily focuses on how to apply for the position, how to prepare for testing, and what testing is all about. We think you'll find this booklet very informative. It will help you understand the entire application process, tell you what to expect, and ultimately help you be better prepared.

CHAPTER 1: GENERAL INFORMATION

This information is being provided to give you specific details concerning the Special Agent applicant process. The first chapter gives you general information about the FBI, minimum qualifications for the job, various important policies, and information for those applicants with disabilities. The second chapter is your guide to getting started in the applicant process: what to do and how to do it. The third chapter prepares you for taking the tests. The fourth and fifth chapters give you insight on what Phase I and Phase II testing is all about. By the time you finish reading this booklet, you will be able to answer the following questions:

- ! What does it take to qualify for the Special Agent position?
- ! How do I apply?
- ! What is the selection process?
- ! What tests do I have to take?
- ! What should I know about taking the tests?

Keep this booklet handy for referral during the applicant process. It may not answer all the questions you may have about the applicant process but feel free to contact the Applicant Coordinator in the office nearest you for assistance.

About the FBI

The FBI is a law enforcement agency, one of the six Bureaus of the Department of Justice. It is the primary criminal investigative agency in the federal government and is one of the most respected throughout the world. The FBI plays a central role in national law enforcement in the proper administration of justice in the United States. Special Agents carry out the responsibilities of the FBI by enforcing more than 260 federal statutes. This involves conducting investigations in organized crime, white-collar crime, financial crime, civil rights violations, bank robbery, kidnaping, terrorism, foreign counterintelligence, fugitive and drug trafficking matters, and many other violations of federal statutes. Special Agents also work with other federal, state, and local law enforcement agencies in investigative matters of joint interest.

FBI Headquarters is located in Washington, D.C. There are 56 FBI field offices located throughout the country, each containing an additional number of satellite offices (resident agencies) that together conduct the day-to-day operations of the FBI. The work performed by our Special Agents and support employees has a daily impact on the country's security and the quality of life for all United States citizens.

For more information about the FBI, you can visit our web site on the Internet at <http://www.fbi.gov>.



Minimum Qualifications for the Special Agent Position

Special Agent applicants must meet the following MINIMUM qualifications to be considered for the position:

- 1) be a United States citizen or a citizen of the Northern Mariana Islands,
- 2) be completely available for assignment anywhere in the FBI's geographic jurisdiction,
- 3) be at least 23 years of age but not yet 37 at the time of hire (due to the length of time it takes to test, process, and hire new agents, it is advisable not to begin testing if an applicant is over 36 ½ years of age),
- 4) possess a valid driver's license,
- 5) be deemed by the FBI's Chief Medical Officer to be physically able to engage in firearms use, raids, defensive tactics, and other essential functions of the job, and
- 6) possess a bachelor's degree from a four-year resident program at a college or university which is certified by one of the six regional accrediting bodies of the Commission on Institutions of Higher Education.

In addition to the above minimum qualifications, Special Agent candidates must qualify under one or more of the following four entrance programs: Law, Accounting, Language, and Diversified.

Law: To qualify under the Law Program, you must have a J.D. degree from an accredited resident law school.

Accounting: To qualify under the Accounting Program, you must have a bachelor's degree with a major in accounting or a related discipline, and be academically eligible to take the CPA examination. Candidates who have not passed the CPA exam will be required to pass the FBI's accounting test.

Language: To qualify under the Language Program, you must have a bachelor's degree in any discipline plus proficiency in a language that meets the needs of the FBI. Candidates will be required to pass a foreign language proficiency test.



Diversified: To qualify under the Diversified Program, you must have a bachelor's degree in any discipline accompanied by three years of full-time work experience, or an advanced degree in any discipline accompanied by two years of full-time work experience.

Special Agent candidates must commit to serving the FBI as a Special Agent for three years.

Disqualifiers

There are specific things that will automatically disqualify you from consideration for the Special Agent position. They are:

- 1) conviction of a felony,
- 2) use of illegal drugs (see the FBI Employment Drug Policy for more details),
- 3) default of student loan (insured by the U.S. Government),
- 4) failure of a urinalysis drug test, or
- 5) failure to register with the Selective Service System.

FBI Employment Drug Policy

The FBI is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by FBI employees will not be tolerated. Furthermore, applicants for employment with the FBI who currently are using illegal drugs will be found unsuitable for employment. The FBI does not condone any prior unlawful drug use by applicants. The FBI realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the Special Agent position.



CRITERIA

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the last ten years *or* more than five times in one's life will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past three years *or* more than a total of 15 times in one's life will be found unsuitable for employment.

To determine whether you meet the FBI's drug policy, please answer the following questions:

- 1) Have you used marijuana at all within the last three years?
- 2) Have you used marijuana more than a total of 15 times in your life?
- 3) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
- 4) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) more than a total of five times in your life?
- 5) Have you ever sold any illegal drug for profit?
- 6) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?



If you answered “YES” to any of these questions, you should NOT apply for the Special Agent position. They are immediate disqualifiers.

Special Agent Transfer Policy

The Director of the FBI maintains the authority to transfer any FBI employee when it is in the best interest of the United States Government. All Special Agents are subject to transfer at **any time** to meet the organizational and program needs of the FBI. FBI Special Agents accept the possibility of transfer as a condition of their employment. Special Agents may be transferred where and when the needs of the FBI may dictate. In this regard the overall needs of the Bureau, to include the assurance that investigatory experience levels are appropriately represented in all field offices, along with budgetary considerations, take precedence. The personal needs and preferences of the Special Agents are considered wherever possible in carrying out the transfer policy.

Special Agent Firearms Policy

In 1934, Congress authorized Special Agents of the FBI to carry firearms under Title 18, USC, Section 3052. Special Agents are initially trained at the FBI Academy, Quantico, Virginia, in all aspects of the use and maintenance of firearms and related equipment under their control. It is not necessary to have prior experience with a firearm. The FBI Academy will provide training in this area.

Special Agents must be armed or have immediate access to a firearm at all times when on official duty unless good judgment dictates otherwise. Special Agents may be required to utilize deadly force should circumstances dictate.

Physical Training

The job description for a Special Agent of the FBI includes, “...a Special Agent must be fit for strenuous exertion.” A Special Agent is often placed in situations that make great demands of his/her physical capacity. In these instances, physical fitness is often the factor that spells the difference between success and failure - even life and death . The Special Agent who lacks the muscular strength and endurance necessary to successfully cope with these situations is not prepared to adequately discharge his/her duties.



The prime motivating factors for physical fitness are pride and a desire for personal improvement. For the law enforcement officer, a strong motivator can be the realization that his/her life, and possibly the lives of others, could well depend on whether or not he/she is physically fit. If you are applying for the Special Agent position, you must meet certain weight or body fat requirements (males - 19% and less; females - 22% and less) before further processing of your application will take place. See *Desirable Weight Ranges*, page 32), for weight criteria and body fat requirements.

Having the physical proficiency to apply defensive tactic holds and being adept in the use of handcuffs on a passive partner in training does not guarantee success on the job. Minimum levels of strength, flexibility, and endurance are necessary to ensure survival in an arrest situation as well as to enhance the safety of fellow Special Agents, other law enforcement officers, and civilians. For these reasons, the FBI fitness philosophy begins when an individual applies for the Special Agent position and continues through New Agents' training and throughout his/her career. Applicants for the Special Agent position should engage in a regular fitness program to develop and maintain their strength, endurance, agility, aerobic capacity, etc.

While attending New Agents' training at the FBI Academy, New Agent trainees (NATs) receive 77 hours of physical fitness/defensive tactics training. NATs are given a fitness test upon entry, mid-training cycle and at the conclusion of the training cycle. The fitness test comprises a height, weight, and body fat assessment, pull-ups, sit-ups, push-ups, a 120-yard shuttle run and a 2-mile run. At the conclusion of the training cycle, NATs are also given a cumulative defensive tactics test in which failure to demonstrate proficiency may lead to dismissal.

Physical fitness requires commitment. In addition to the emphasis placed on physical fitness/defensive tactics at the FBI Academy, the Bureau further supports its commitment to physical fitness by authorizing Special Agents three one-hour exercise periods per week. Each Field Office has at least one certified Special Agent Fitness Instructor who semiannually administers a Fitness Indicator Test and acts as a resource to Special Agents within that field division.

The FBI also provides physical examinations for Special Agents. Special Agents under 33 years of age are given physical exams once every three years while Special Agents 33 years of age and over are afforded physical examinations annually. Additionally, after age 40, Special Agents are given a stress test biannually. Special Agents are expected to have a full commitment to physical fitness throughout their careers.



Medical Reviews

An applicant's medical history will be reviewed thoroughly and a determination will be made whether any medical issue (or condition) could potentially affect the applicant's ability to perform the basic functions of the Special Agent position. This medical review ensures that each candidate's situation is reviewed on an individual basis. If you have undergone a particular surgical procedure (e.g., radial keratotomy) and/or have some preexisting medical condition (e.g., hypertension), this will require careful review during the physical examination process. You should know that issues/conditions that surface concerning medical reviews may delay the final processing for employment. Although your doctor provides information about your medical condition, it is the FBI's Chief Medical Officer who decides if you are physically able to perform the job. This decision is based on the review of your doctor's findings and the FBI's knowledge of the requirements of the job. The FBI is committed to treating all applicants fairly and equitably in all aspects of our hiring/selection practices.

Applicants with Disabilities

If you have a disability and require an accommodation to complete the application process, you should notify the Applicant Coordinator in the FBI office nearest you, advise him/her in writing of your need for the accommodation, and furnish medical documentation concerning your disability. You must be physically and mentally able to perform the essential functions of a Special Agent position in order to be offered the job.

Veterans' Preference

To receive veterans' preference, you must have served on active duty, have been honorably discharged from active duty in the Armed Forces (U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard) and have performed service that meets certain criteria. In order to be considered for veterans' preference, you must present a DD-214 issued by the Armed Forces, Department of Veterans Affairs (DVA), or the National Archives and Records Administration's National Personnel Records Center. If you have any questions about your eligibility, contact the DVA office nearest you. If you desire more information about your rights in the applicant process, including how and when veterans' preference is applied, contact the Applicant Coordinator/FBI Recruiter in the FBI office nearest you.



Salary

The starting grade level for Special Agents is grade GS 10 plus locality pay (where applicable) . Special Agents are also eligible for an additional 25% law enforcement availability pay after graduation from the FBI Academy. See a current Federal Government salary chart for the GS 10 equivalency.

Application Checklist for the Special Agent Position

The Application Checklist for the Special Agent Position (FD-869) summarizes all of the specific qualifications that you must be willing and able to meet in order to be eligible for the Special Agent position. See Special Agent Employment/Vacancies, Application Process for the Application Checklist, in pdf format. As an applicant, you are asked to verify, on the form, your receipt and understanding of the application process and the requirements of the Special Agent position. Examples of job requirements include engaging in strenuous and potentially dangerous duties; routinely carrying firearms and **using** them, as appropriate, in a variety of life-threatening situations, etc. All of the functions listed pertain to requirements considered for effective performance of the Special Agent position.

You are asked to check “yes” or “no” for each checklist item, initial the response, and sign and date the form. Any intentional false statement or willful misrepresentation on this document will result in your disqualification from the Special Agent position. If the misrepresentation is discovered after hiring, as an employee, you may be subject to inquiry and suitable administrative or disciplinary action up to and including dismissal.

CHAPTER 2: YOUR GUIDE TO GETTING STARTED

Steps in the Special Agent Application and Selection Process

There are five main steps to the selection process:

- Application Checklist for the Special Agent Position (FD-869)/Preliminary Application (FD-646)/Special Agent Qualifications Questionnaire (FD-843)/Applicant Background Survey (FD-804)
- Phase I Testing
- Application for Employment (FD-140)
- Phase II Testing
- Final Screening Process

Truthfulness throughout the entire applicant process is of utmost importance. Any intentional false statement or willful misrepresentation will result in disqualification for the Special Agent position. If the misrepresentation is discovered after hiring, the employee may be subject to inquiry and suitable administrative or disciplinary action up to and including dismissal.

Preliminary Application

If you are interested in a career as an FBI Special Agent, the first thing to do is to read and complete the APPLICATION CHECKLIST FOR THE SPECIAL AGENT POSITION (FD-869), the short form application titled PRELIMINARY APPLICATION FOR SPECIAL AGENT POSITION (FD-646), the SPECIAL AGENT QUALIFICATIONS QUESTIONNAIRE (SAQQ) (FD-843), and the APPLICANT BACKGROUND SURVEY (FD-804). See Special Agent Employment/Vacancies, Application Process, respectively, for forms in pdf format. You may complete the actual forms. When completed, send all forms to the FBI field Office nearest you. Locations and addresses of all FBI Field Offices are listed in Special Agent Employment/Vacancies, Application Process.

All applicants will be screened using the preliminary application to determine whether or not the minimum qualifications outlined in Chapter 1 have been met. The Applicant Background Survey is used to obtain demographic information so that the FBI can provide summary demographic information in compliance with the Equal Employment Opportunity Commission's annual reporting requirements. *The information supplied on the FD-804 is not used in any way in selecting applicants for further processing and appointment.* All applicants will receive consideration and equal treatment without regard to race, religion, color, national origin, age, sex, political affiliations, nondisqualifying physical or mental disability, or other non-merit



factors. The FBI is an Equal Opportunity Employer.

The SAQQ is used to determine the competitiveness status of each applicant. In order to make this determination, the SAQQ will be thoroughly reviewed and all of the following qualification factors will be taken into consideration:

- ! Investigative Needs of the FBI
- ! Academic Qualifications
- ! Professional Certifications/Licenses (e.g., CPA, Bar)
- ! Direct Supervisory Experience
- ! Previous Law Enforcement/Federal Government/Military Experience
- ! Professional Work Experience
- ! Awards, Professional Recognition, Medals, etc.
- ! Successful completion of the FBI Honors Internship Program
- ! Community Service/Volunteer Work
- ! Veterans' Preference (a one-time preference)

You will be informed of your standing upon review of your application and other forms. If you are not considered competitive at that time, a letter will be sent to you indicating this. If you are considered competitive for further processing, you will be notified by the Applicant Coordinator from the FBI field office nearest you. Based on the needs of the FBI, you may be scheduled for a particular date, time, and location to take the Phase I tests. The Applicant Coordinator is your point-of-contact throughout the applicant process. **It is inappropriate to contact any other FBI official without specific direction by the Applicant Coordinator in the FBI field offices nearest you.**

Phase I Testing

The first phase of the testing process consists of a battery of three tests: Biodata Inventory, Cognitive Ability Test, and the Situational Judgment Test. These are all paper-and-pencil tests and are described in more detail in Chapter 4 of this booklet. After taking these tests, you will be notified in writing within 30 days whether you have passed or failed Phase I testing.

If you pass Phase I, you will be asked to submit within 10 days the more lengthy application which is described next. If you do not pass, you might be eligible for a one-time retest. (See Retest Policy, page 20.)

Application for Employment

If you pass Phase I testing, you will be notified by letter and asked to submit a detailed application by a specific date. This application is titled Application for Employment (FD-140).



The FD-140 application must be completed fully in order to be considered further. Failure to fully and accurately complete the entire application will result in the delay or discontinuation of the processing of your application. (See Tips on Completing the FD-140, page 31.)

Once the completed FD-140 is received, your qualifications will once again be reviewed to determine your competitiveness. Only the most competitive applicants, based on the hiring needs of the FBI, will be scheduled for Phase II which is described below. You will be notified of this by your Applicant Coordinator. If selected, you will be scheduled for a particular date, time, and location to take Phase II.

Phase II Testing

The second phase of the testing process consists of a structured interview and a written exercise. Performance on these tests will be evaluated by FBI Special Agents who will serve as assessors. The Special Agent Assessors receive no application or background information on the applicants and, therefore, know nothing about them at the time of the interviews. If you do not pass Phase II testing, you will receive a letter notifying you of such and alerting you that you might be eligible for a one-time retest. (See Retest Policy, page 30.) If you pass the second phase of tests, you will be sent a letter saying that you passed. You may also receive a conditional letter of appointment (see the Final Screening Process below), dependent upon the determination of your competitiveness and the needs of the FBI. However, the final offer of employment will be contingent upon successful completion of the final screening process.

Special Agent applicants who are being scheduled for Phase II testing must be available for employment within 90 days of the date of Phase II testing. They must also be willing to accept a two-weeks' notice to report to New Agents' Class (NAC) upon successfully completing the final stages of the applicant process. An exception to this policy has been granted to active-duty military applicants who may proceed through the process, and may delay their request for discharge (from the military) upon notification that they have passed Phase II testing and the polygraph examination. They must also accept a two-weeks' notice to report to a NAC to commence subsequent to the date of their military discharge. Military applicants are prohibited from being on terminal leave upon beginning employment with the FBI.

Final Screening Process

The final screening process is for those applicants who pass Phase II testing. It comprises the following steps:

Conditional Letter of Appointment
Personnel Security Interview
Polygraph Examination
Drug Testing
Background Investigation
Preemployment Physical Examination

- Conditional Letter of Appointment - This letter offers applicants who have passed both Phase I and Phase II testing a conditional appointment as a Special Agent, contingent upon budgetary limitations, authorized positions, and successful completion of a background investigation, preemployment polygraph, physical examination, and urinalysis drug test. This letter provides information regarding questions most frequently asked by applicants, e.g., questions about the nature of the background investigation and issues that may surface in it.

- Personnel Security Interview (PSI) - All applicants are given a PSI. This is a personal interview which encompasses questions concerning foreign travel and contacts, the extent of any drug usage, status of financial obligations, veracity of the information contained in the application, and other security issues. Information provided during the PSI is often verified through use of the polygraph examination.

- Polygraph Examination - Each applicant who successfully completes Phase II testing will be required to successfully complete a polygraph examination in order to continue processing. You will be notified of the date, time, and location of the polygraph test. Polygraph results are not official until they are approved by FBI Headquarters officials in Washington, D.C.

This examination will focus on national security and counterintelligence issues, whether the applicant has ever sold illegal drugs for profit or violated the FBI guidelines pertaining to the use of illegal drugs, and the accuracy and completeness of the Application for Employment (FD-140). Applicants who do not fall within acceptable parameters for any of these areas of the polygraph examination will be disqualified. Further, applicants who do not provide full information pertaining to drug usage/sales or do not meet the criteria of the drug policy for employment will be disqualified. For more information, see the Employment Drug Policy found in Chapter 1.

- Drug Testing - All applicants in the final screening will be given a urinalysis to test for illegal drug usage.

- Background Investigation - All applicants in this stage will be afforded a full field background investigation that includes credit and criminal checks; interviews of associates; contacts with personal and business references; interviews of past and current employers and neighbors; and verification of birth, citizenship, and educational achievements. It will routinely encompass your entire adult life (age 18) and earlier years as necessary to fully resolve issues that arise. Information developed of a derogatory nature will be forwarded to FBI Headquarters in Washington, D.C. for adjudication.

- Preemployment Physical Examination - All applicants will be afforded a physical examination to determine physical suitability for the Special Agent position. Often times the Government-



offered physical examination raises medical issues or conditions that require applicants to obtain additional information and/or undergo additional examination, at the applicant's expense. Failure to promptly provide the additional medical information will cause a delay, and possible deactivation, in the process.

Questions regarding the applicant selection and hiring process should be directed to the Applicant Coordinator in your nearest FBI field office. Contact should be restricted to the Applicant Coordinator unless specifically and explicitly directed otherwise by the Applicant Coordinator. If you change addresses during your application process, it is imperative to inform your processing office immediately so your paperwork can be forwarded (if necessary) to the FBI field office covering your new place of residence.

Test Results

It is important that applicants know that they will only receive a "pass" or "fail" as a result of their Phase I and Phase II testing. The FBI utilizes a cut score for both Phase I and Phase II. That is, the applicant's test score is compared to one cut score, if the applicant's score is at or higher than the cut score, he or she passes that phase of testing. If the applicant's score is below the cut score, he or she fails that phase of testing. Phase I and Phase II each have one set cut score that is applied uniformly to all applicants. In a pass/fail system, the numerical score provides no useful information as to how an applicant ranks among other applicants. Nor can the total score provide meaningful information regarding strengths or weaknesses an applicant showed in testing.

Due to the enormous volume of testing, issues of security, and other practical reasons, the FBI does not provide applicants with their specific numeric scores nor with areas of deficiency or strength. This is FBI policy and an inquiry will not result in additional information on your performance.



FBI Academy

If you successfully complete all of the above steps, you will join a class with other new Special Agent trainees for 16 weeks of intensive training at one of the world's finest law enforcement training facilities, the FBI Academy at Quantico, Virginia. During training at the Academy, you will study a wide variety of academic and investigative topics and also receive intensive training in physical fitness, defensive tactics, practical application exercises, and the use of firearms. You must successfully pass all training requirements for the Special Agent position to graduate.

CHAPTER 3: PREPARING TO TAKE THE TESTS

Things To Know

The first section of this chapter presents basic testing procedures and testing logistics.

When & Where? Phase I and Phase II tests are administered at various locations throughout the United States. Applicant Coordinators or Staffing Assistants at each FBI Field Office coordinate the testing and inform applicants of the date, time, and location of their testing sessions. Your processing can only take place in the office covering your residence, place of education, and/or place of employment. Exceptions to this policy must be approved by FBI Headquarters officials.

Scheduling: You will generally be given a 30-day notice of your scheduled testing date, time, and location. Only under exceptional circumstances are test appointments rescheduled. Since you will be notified of your scheduled date in advance, you should make every effort to arrive at the scheduled time. If you have an important conflict with your scheduled appointment, you must immediately notify the FBI Applicant Coordinator in the field office to which you have applied to schedule an alternate date.

What Should You Bring? You must bring a driver's license to Phase I and Phase II testing. If your driver's license does not have a photo, you must provide an additional form of photo identification. You will not be permitted to participate in the testing process without proper identification. If you did not turn in your Application Checklist for the Special Agent Position (FD-869) prior to Phase I testing, please bring your completed form with you.

What Should You NOT Bring? Do not bring any of the following items to either Phase I or Phase II testing sessions:

- The Applicant Information Booklet
- Reference materials (dictionaries, textbooks, etc.)
- Pens or pencils (these will be provided)
- Reading materials (books, magazines, newspapers)
- Work-related materials



- Briefcases
- Papers (notification letters, notes, resumes, blank paper)
- Beepers/pagers, cellular phones (alarms on watches must be turned off)
- Tape recorders, cassettes, compact disc players, radios, calculators, cameras

If you carry firearms (i.e., those who are in law enforcement positions), you must **not** bring your firearm into FBI space or the testing facility.

How Long? It will take approximately four hours to complete the Phase I tests and approximately three hours to complete the Phase II tests.

What Should You Wear?

- Phase I Testing: Wear casual, comfortable clothes which would be suitable in an office environment. (No halters, shorts, tank tops, etc.)
- Phase II Testing: Dress in a professional manner; business attire is appropriate.

Basic Testing Rules

This section reviews some basic testing rules that must be followed during both testing sessions:

Tardiness: It is your responsibility to arrive on time for the scheduled appointment. If you are tardy, you will not be permitted to participate in the testing process, since testing is conducted on a strict time schedule.

Eating/Drinking: Eating and drinking will not be permitted during testing, but will be allowed during breaks.

Smoking: Neither smoking nor chewing tobacco will be permitted during testing.

Restroom Use: You may use the restroom during breaks but not during administration of the tests.



Phone Use: You will not be permitted to use a telephone during the testing process.

Time Limits: The time limits which have been set for the various tests will be strictly enforced. When time is called, you must immediately stop what you are doing and await further instructions. If you continue writing after time is called, you will be disqualified from the test process.

Talking: Once the testing has begun, you will not be permitted to talk with other applicants at any time.

Cheating: There is absolutely no cheating allowed during Phase I or Phase II testing. Any attempt to see another applicant's answers; obtain assistance verbally or in writing; or record, document or otherwise retain/discuss the questions/answers to Phase I or Phase II tests and interviews is considered cheating. If you are caught cheating, you will be discontinued from further consideration for the Special Agent position.

Discussing the Tests: It is critical that you understand the importance of not discussing any part of the tests and interview questions with anyone during or after the testing process. This may give others an unfair advantage or disadvantage in the selection process. Applicants are required to sign a Nondisclosure Form at Phase I and Phase II testing. By signing this form, applicants agree not to discuss or disclose any information regarding the testing process or materials. If an applicant is found to have violated this agreement, he or she will be disqualified. If this misrepresentation is discovered after hiring, the employee may be subject to inquiry and suitable disciplinary action including dismissal.

Leaving the Premises: You will not be permitted to leave the testing premises during testing. All breaks will be relatively short.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN DISQUALIFICATION! IF YOU HAVE ANY QUESTIONS, CONSULT THE APPLICANT COORDINATOR IN THE FIELD OFFICE NEAREST YOU.

CHAPTER 4: PHASE I TESTING

How Phase I Testing Is Administered

When you arrive for the Phase I testing process, you will be checked in and asked to provide your driver's license. The license will be held by the Test Administrator until testing is complete. A trained FBI employee will run the testing session. The Phase I tests measure critical skills and abilities which are essential for performing tasks of the Special Agent position. Three paper-and-pencil multiple choice tests comprise the Phase I testing process. These are:

- ! Biodata (Biographical Data) Inventory
- ! Cognitive Ability Test (a three-part test)
- ! Situational Judgment Test

When the testing process begins, you will be given one machine scannable answer sheet on which responses to all of the tests will be recorded. Different sections of the answer sheet are labeled for recording responses to each of the different tests.

On the answer sheet, you will be asked to print your last name, first name, and middle initial and then sign the form in a signature block. You will also be asked to record your complete street address, city, state, and zip code on the answer sheet. The date and your Social Security Number will also be recorded on the answer sheet.

All information on the machine scannable forms must be filled in accurately, using only a #2 pencil that will be provided. Scratch paper for the Cognitive Ability Test will also be provided by test administrators. The answer ovals on the form must be filled in completely with dark, black, #2 pencil marks. Any mistakes or stray marks must be completely erased. Failure to fill out the machine scannable forms properly may preclude the tests from being scored.

Once the general information on the answer form has been completed, each test will be administered in turn. The Test Administrator will distribute numbered test booklets, read instructions for the test, and answer any questions. Each test will begin when the Test Administrator indicates that timing for the test has started. When the time limit for the test has been reached, the administrator will call time. All applicants must cease working on their tests at that time and close their test booklets. Failure to do so may result in disqualification from the testing process and discontinuation from further consideration for the Special Agent position.



On the following pages, more information is provided about each of the three Phase I tests. Not only will you find the actual directions of each test, you will also find a sample item for each test. A separate manual has been prepared by the FBI to help you prepare for the Cognitive Ability Test. It is called the Special Agent Exam Preparation Manual, FBI Special Agent Selection Process. It is free of charge and will be made available through the FBI Applicant Program Staff at the time you are scheduled for Phase I testing. See Special Agent Employment/Vacancies, Application Process for the location of the FBI Field Office nearest you.

NOTE: There are different versions of each test, only one of which you will receive. The tests look similar on the surface but are not. Therefore, any information regarding the tests that you obtain from others may be misleading and could harm your performance.

Tips for Taking Phase I Tests:

- ! Read each question carefully.
- ! The time limits established for the Biodata Inventory and Situational Judgment Test should allow you to finish those tests without being rushed. However, you should work through the items as quickly as possible.
- ! The Cognitive Test has stringent time limits, and many individuals may not be able to finish the test in the time allotted. Work as quickly and as accurately as you can to complete as many items as possible. You should not spend too much time on any one item. You will not be penalized for guessing answers on this test.
- ! The Cognitive Ability Test is the only test for which you can study and prepare. There are many math test preparation guides available at bookstores and libraries, in addition to the FBI Preparation Manual.
- ! For the Biodata Inventory, it is very important that you answer the questions honestly. Do not choose what you think are the “best” answers; just describe yourself accurately. Doing otherwise will distort your test score and negatively affect your performance. Do not try to provide the answer you think the FBI is looking for.



Scoring

A passing score has been established that will be applied uniformly to all applicants taking the Phase I tests. There is one passing score for Phase I that is based on the combination of all three tests rather than individual passing scores for each test. The Biodata Inventory (40%) and Situational Judgment Test (40%) are both weighted twice as much as the Cognitive Ability Test (20%) in arriving at the final Phase I score. For security purposes, the FBI does not release the passing score.

You will be notified about your pass or fail status within 30 days of taking the tests. **The actual test scores will not be disseminated.** If you pass the Phase I tests, you will receive an Application for Employment (FD-140) which must be completed within 10 days. You will also be notified regarding the next step in the selection process. Due to the thousands of applicants tested per year, the FBI is unable to provide individual feedback regarding test performance. Again, you will only receive a letter stating that you passed or failed; no scores will be provided. This is FBI policy and an inquiry will not result in additional information on your performance.

Retest Policy

Applicants for the Special Agent position who fail Phase I testing may be eligible for one retest at least one year after their initial test date. Applicants who exceed the age limit or who cannot be processed prior to their birthday will not be retested. Due to the overwhelming volume of Special Agent applications, the FBI is only able to offer retest opportunities to those of you who are found to meet minimum qualifications and be the most competitive (based upon review of a newly submitted FD-646 and FD-843). This determination is based on your qualifications, skills, experiences, and the FBI's investigative needs. If you are interested in retesting for Phase I, contact the Applicant Coordinator in the office nearest you.



ACTUAL TEST DIRECTIONS - PHASE I

You will find on the next few pages the actual directions from each of the three Phase I tests: Biodata Inventory, Cognitive Ability Test (three parts), and the Situational Judgment Test. For your information, examples of the Cognitive Ability Test items can be found in the Special Agent Exam Preparation Manual, FBI Special Agent Selection Process.

PHASE I: BIODATA INVENTORY

Directions for the Biodata Inventory are as follows:

Biodata Inventory

This inventory contains 47 questions about yourself.

You are to read each question and select the answer that best describes you from the choices provided. Answer the questions honestly; doing otherwise will negatively affect your score.

Look at the example question below.

S1. In connection with your work, in which of the following have you taken the most pride?

- A. Having been able to avoid any major controversies.
- B. Having gotten where you are on your own.
- C. Having been able to work smoothly with people.
- D. Having provided a lot of new ideas, good or bad.
- E. Having been able to do well whatever management has requested.

In this example, you would select the answer that best describes what you honestly take Pride in with regard to your work. You would completely blacken the oval corresponding to your answer selection (A, B, C, D, or E).

You will have 45 minutes to complete this inventory.

You will record your answer to each question on the separate machine readable answer sheet in the section marked Biodata Inventory. Be sure to fill in the ovals you select completely with dark marks. As you are completing this inventory, please do not write in the test booklet.



The Biodata Inventory measures the following critical skills and abilities:

- ! Ability to Organize, Plan, and Prioritize
- ! Ability to Maintain a Positive Image
- ! Ability to Evaluate Information and Make Judgment Decisions
- ! Initiative and Motivation
- ! Ability to Adapt to Changing Situations
- ! Physical Requirements

PHASE I: COGNITIVE ABILITY TEST

General directions for the Cognitive Ability Test and Specific Directions for Parts 1, 2, and 3 are as follows:

Cognitive Ability Test: General Directions

This booklet contains three parts. Each part is timed separately; I will read the directions for each part and tell you when you may begin each part. Work as rapidly and as accurately as you can. Do not spend too much time on any one question. If you finish a part of the test before time is called, you may check over your work for that part only. Do not turn back to a previous part of the test at any time.

Look at the example question below.

Example Question

S1. A square has

S1-A two sides

S1-B three sides

S1-C four sides

S1-D five sides

S1-E six sides

S1. (A) (B) (C) (D) (E)

The correct answer to question S1 is C. Note that response C opposite S1 has been blackened in the example above. You will not be penalized for guessing.

If you are unsure of the answer to a question, select the response that you think is best.

As you are taking the test, please do not write in the test booklet. All of your responses must be recorded on the separate answer sheet in the section marked Cognitive Ability Test. Be sure to fill in the ovals you select completely with dark black marks.



Cognitive Ability Test: Directions for Part 1

This part of the test measures mathematical reasoning. It is concerned with your ability to arrive at solutions to problems. Each problem is followed by five possible answers. Decide which one of the five answers is most nearly correct, and mark your answer on the separate answer sheet. Use the scratch paper provided for any figuring you need to do.

This part of the test begins with question 1. You will have exactly 29 minutes to answer 25 questions. If you complete all the questions before the allotted time has elapsed, you may go back over this part of the test. **YOU MAY NOT TURN TO ANY OTHER PART OF THE TEST.**

You are to record your responses for this section of the test on the answer sheet in the area marked Cognitive Ability Test Part I.

Cognitive Ability Test: Directions for Part 2

This part of the test measures your ability to interpret data from tables and graphs. Each table or graph is followed by two, three, or four questions pertaining to that table or graph only.

This part of the test begins with question 26. You will have exactly 24 minutes to answer 25 questions. If you complete all the questions before the allotted time has elapsed, you may go back over this part of the test. **YOU MAY NOT TURN TO ANY OTHER PART OF THE TEST.**

You are to record your responses for this section of the test on the answer sheet in the area marked Cognitive Ability Test Part II.



Cognitive Ability Test: Directions for Part 3

This part of the test measures your ability to use learned mathematical relationships. Each problem is followed by five possible answers. Decide which one of the five answers is most nearly correct, and mark your answer on the separate answer sheet. Use scratch paper for any figuring you need to do.

This part of the test begins with question 51. You will have exactly 22 minutes to answer 25 questions. If you complete all the questions before the allotted time has elapsed, you may go back over this part of the test. **YOU MAY NOT TURN TO ANY OTHER PART OF THE TEST.**

You are to record your responses for this section of the test on the answer sheet in the area marked Cognitive Ability Test Part III.

This test measures the following critical skills and abilities:

- ! Mathematical Reasoning
- ! Data Analytic and Interpretation Skills
- ! Mathematical Knowledge
- ! Ability to Attend to Detail
- ! Ability to Evaluate Information and Make Decisions

Example Cognitive Ability Test items can be found in the Special Agent Exam Preparation Manual available from the Applicant Coordinators.



PHASE I: SITUATIONAL JUDGMENT TEST

Directions for the Situational Judgment Test are as follows:

Situational Judgment Test

This booklet contains 33 descriptions of problem situations. Each problem situation has between three and five alternative actions that might be taken to deal with the problem. You are to make two judgments for each problem.

First, decide which alternative you would MOST LIKELY choose in response to the problem. It might not be exactly what you would do in that situation, but it should be the alternative that comes closest to what you would actually do. Record your answers on the answer sheet by blackening the appropriate letter in the column labeled MOST LIKELY.

Second, decide which alternative you would be LEAST LIKELY to choose in that situation. Blacken the letter of that alternative in the column labeled LEAST LIKELY.

As you are taking the test, please do not write in the test booklet. All of your responses will be recorded on the separate answer sheet in the section marked Situational Judgment Test. Be sure to fill in the ovals you select completely with dark black marks. You will have 1 hour and 30 minutes to complete this test.

Here is an example item:

1. You are shopping when you notice a man robbing the store. What would you do?
 - A. Leave the store as quickly as possible and call the police.
 - B. Try to apprehend the robber yourself.
 - C. Follow the man and call the police as soon as he appears settled somewhere.
 - D. Nothing, as you do not wish to get involved in the matter.

	Most Likely	Least Likely
S1	(A) ● (C) (D)	(A) (B) (C) ●

As shown in the example below, the respondent thought alternative B was the action that she would most likely take in the situation and thus, blackened the “B” for item 1 in the MOST LIKELY column. The respondent thought alternative D was the least likely thing she would do. Thus, the “D” was filled in for item 1 in the LEAST LIKELY column.



Situational Judgment Test measures the following critical skills and abilities:

- ! Ability to Organize, Plan, and Prioritize
- ! Ability to Relate Effectively with Others
- ! Ability to Maintain a Positive Image
- ! Ability to Evaluate Information and Make Judgment Decisions
- ! Ability to Adapt to Changing Situations
- ! Integrity

CHAPTER 5: PHASE II TESTING

How Phase II Testing Is Administered

You should know that **not all** applicants who pass Phase I will be granted an interview. Due to the extremely high volume of applicants and the limited number of Phase II interview slots, only those candidates deemed the “Most Competitive” will proceed to Phase II. When you arrive for the testing process, you will be checked in and asked to provide your driver’s license. If your driver’s license does not have a photo, you must provide an additional form of photo identification. This license will be held by the test administrator until the testing is complete. A trained FBI employee will run the testing session. Phase II consists of the following two tests:

- ! Structured Interview
- ! Written Exercise

Please refer to pages 16 - 17 in Chapter 3 regarding what to bring and what not to bring to Phase II testing. More information is provided about each test on the following pages.

PHASE II: STRUCTURED INTERVIEW

Time Limit: 1 Hour

The structured interview consists of 15 standard questions. The interview will be administered by a panel of three evaluators and will take one hour to administer. The evaluators will be FBI Special Agents who have been trained thoroughly on how to rate your performance on the interview using standardized scoring criteria. Remember, the panel knows nothing about you and has no knowledge of your background. As a quality control measure, all interviews will be audio taped and the recordings will be stored at FBI Headquarters in Washington, D.C.

Tips for the Structured Interview

- ! Be yourself.
- ! The evaluators will be taking notes during the interview to assist them in documenting the exercises. Do not let this distract you.
- ! Give detailed information when answering interview questions; do not be modest in your responses. To provide the best examples of your skills and abilities, you may draw from all of your life’s experiences, not just the most recent ones. Experiences can be from work, school, family, or social situations.
- ! Remember, the interview panel has no applicant information about you. They have not seen your application - they only know your name.



- ! Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no “trick” questions.

At the beginning of your interview, the following directions will be read to you:

We’d like to spend the next hour getting to know more about you. During the interview, we will ask you to tell us how you’ve dealt with various kinds of situations in the past. In answering our questions, you can draw on experiences in family, work, school, or social situations and how you handled them. We would like you to describe the situation, tell us what you did in that situation, and how things turned out.

We will be asking you 15 questions. Feel free to take a few moments to think about the answer you would like to give for each question. If you would like a question repeated, please ask. You’ll be doing most of the talking during the interview. We will be taking notes while you talk to document the interview. The interview will also be tape recorded.

Remember, be as specific and detailed as possible in describing the situation, your actions, and the outcome of your actions.

The interview will then begin. The panel members will rotate asking questions. If you cannot think of an answer to a question, the interviewer will suggest that they move onto the next question and return to the question that could not be answered at the end of the interview. You will not be penalized for this. If, however, you fail to answer one or more questions during the interview, this may adversely affect your score.

The evaluators are trained to keep the interview moving and complete it within 60 minutes. Remember to keep your answers concise and specific - answers that are too lengthy will detract from your ability to complete the interview.



The interview measures the following critical skills and abilities:

- ! Ability to Communicate Orally
- ! Ability to Organize, Plan, and Prioritize
- ! Ability to Relate Effectively with Others
- ! Ability to Maintain a Positive Image
- ! Ability to Evaluate Information and Make Judgment Decisions
- ! Initiative and Motivation
- ! Ability to Adapt to Changing Situations
- ! Integrity
- ! Physical Requirements

PHASE II: WRITTEN EXERCISE

Time Limit: 1 Hour 30 Minutes

At the start of this exercise, you will be given a set of materials to use for the exercise. A checklist will accompany these materials describing the contents. You will record your Social Security Number on the checklist and compare the checklist to the actual materials. If any of the materials are missing, you should raise your hand for assistance. You will be asked to initial the checklist to verify that all of the materials were provided. For the written exercise, you will be required to write a report to the editor of a newspaper. In preparing your response, be sure to write or print legibly. Responses cannot be evaluated if they cannot be read.

Tips for the Written Exercise

- ! Read the written exercise instructions carefully. Make sure you understand what the exercise requires. Do not go beyond the material which is provided; that is, do not make up facts.
- ! You may write on the written exercise materials.
- ! You should ask the administrator any questions you have regarding instructions for the tests.
- ! Be detailed and thorough in the written report required in this exercise.



The written exercise measures the following critical skills and abilities:

- ! Ability to Communicate in Writing
- ! Ability to Attend to Detail
- ! Ability to Evaluate and Make Judgment/Decisions

As indicated in Chapter 2, if you do not pass Phase II testing, you will receive a letter advising you of your eligibility to retest in one year. If you pass the second phase of tests, you will be sent a conditional offer of an employment letter. However, a final employment decision will be contingent upon successful completion of the entire screening process.

Remember. You will be notified as to whether or not you passed Phase II. You will **not** receive actual test scores.

Scoring

A passing score has been established that will be applied uniformly to all applicants taking the test. There is one passing score that is based on combined interview and written exercise performance rather than individual passing scores for each test. The interview will be weighted three times as much as the written exercise. You will receive a letter stating whether you passed or failed Phase II testing. **The actual scores will not be disseminated.** Due to the thousands of applicants tested per year, the FBI is unable to provide individual feedback regarding test performance.

Retest Policy

Applicants for the Special Agent position who fail Phase II testing may be eligible for one retest at least one year after their initial test date. Applicants who exceed the age limit or who cannot be processed prior to their 37th birthday will not be retested. Due to the overwhelming volume of Special Agent applications, the FBI is only able to offer retest opportunities to those applicants who are found at that time to meet minimum qualifications and be the most competitive. This determination is based on your qualifications, skills, experiences, and the FBI's investigative needs, upon receipt of a newly submitted Application for Employment (FD-140). If you are interested in retesting for Phase II, contact the Applicant Coordinator in the office nearest you.

TIPS ON COMPLETING THE APPLICATION FOR EMPLOYMENT (FD-140)

If you are notified that you passed the Phase I exam, you should immediately complete the ten page FD-140 application. This document will be used for interview selection and background investigation purposes and consequently, must be complete and accurate. Ensure you carefully read the directions and type your responses.

RESIDENCES

All residences for the past ten years or since high school (whichever is longer) must be listed. Furnish the name of the city and state for all residences. Include summer, temporary and campus housing in which you resided for more than 30 days. Dates must appear in chronological order and all time periods must be accounted for; leave no gaps of time.

EMPLOYMENT HISTORY

List ALL employment you have held. If you worked at a fast food restaurant when you were sixteen years old, list it. If the company is no longer in business, list it and provide the information requested. This may require some work on your part to locate addresses and telephone numbers. Local libraries often have older telephone books and may be a resource for you.

All time periods must be accounted for. Be certain there are no unexplained gaps in employment, even between part-time jobs. If there were periods of unemployment due to your status as a student or for other reasons, list those time periods as "Unemployed". Cite the reason for the gap in employment and who could verify this information (e.g., a spouse or a parent). Photocopy and use additional sheets from the FD-140, if necessary.

REFERENCES AND SOCIAL ACQUAINTANCES

Please do not list relatives, past or present employers, co-workers, or teachers who taught you in class. A physician may be listed if he or she can comment beyond treating you as a patient. Home and work addresses and telephone numbers are necessary. If a reference is retired or unemployed and therefore has no work address, note this. Middle names and dates of birth or approximate ages are necessary; if you cannot obtain these, locate another reference. You are required to submit three references and three social acquaintances.

COURT RECORDS

If applicable, this information should be noted. Provide enough information for the FBI to conduct the necessary verification. This includes the date and place of the incident (including traffic violations), the law enforcement agency involved, the charges filed, the disposition and attorney. Use an attachment sheet if necessary.

FINANCIAL STATUS

A complete review of your credit is an important part of the background investigation. If you have a loan (no matter how small) which has been turned over to a collection agency, or is in some way classified as delinquent or in arrears, this must be resolved before any action can be taken on your application. Written documentation must be provided illustrating your good faith effort to repay any bad debt. All credit cards possessed must be listed, regardless of the balance.

RELATIVES

Middle names, and where appropriate, maiden names, are required for all relatives. Again, obtaining this information may require some work on your part, such as contacting a sibling to determine his/her spouse's date and place of birth. If you have a relative with whom you have had no contact for several years and are unable to determine this information through diligent effort, note this information in the application. If you are engaged, or plan to be soon, list information about your intended and his/her family.

PHOTOGRAPH

Attach an unmounted, full-face photograph of yourself. Ensure this is not a group photo.

Incomplete applications will be returned and will delay the process. Providing inaccurate information will be grounds for removal from consideration.

DESIRABLE WEIGHT RANGES

MALES		FEMALES	
HEIGHT	WEIGHT	HEIGHT	WEIGHT
5'4"	117 - 163	5'0"	96 - 138
5'5"	120 - 167	5'1"	99 - 141
5'6"	124 - 173	5'2"	102 - 144
5'7"	128 - 178	5'3"	105 - 149
5'8"	132 - 183	5'4"	108 - 152
5'9"	136 - 187	5'5"	111 - 156
5'10"	140 - 193	5'6"	114 - 161
5'11"	144 - 198	5'7"	118 - 165
6'0"	148 - 204	5'8"	122 - 169
6'1"	152 - 209	5'9"	126 - 174
6'2"	156 - 215	5'10"	130 - 179
6'3"	160 - 220	5'11"	134 - 185
6'4"	169 - 231	6'0"	138 - 190
6'5"	174 - 238`		

Body Fat Requirements

Males - 19%

Females - 22%

CLOSING

Congratulations! You have completed the information booklet and now you're ready to apply for the FBI Special Agent position. You should be able to answer all of the questions presented in the beginning of Chapter 1 and have a clear understanding of the applicant process.

We sincerely hope that this booklet has provided you with the information you need to guide you through the selection process. If you feel that you need more information about the Special Agent position, we encourage you to contact the Applicant Coordinator/FBI Recruiter in the FBI Office nearest you.

Good luck to you in your search for a rewarding career. We thank you for your interest in the FBI.

